



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 58th Transportation Battalion
3rd Chemical Brigade
451 Colorado Avenue, Unit 8
FORT LEONARD WOOD, MISSOURI 65473

ATSN-CBC

14 July 2005

MEMORANDUM FOR Personnel Concerned

SUBJECT: Policy Letter #6, Accountability of Non Cadre Soldiers

1. I want strict accountability of all soldiers assigned or attached to your units. Soldiers will be accounted for during each hour of the day. Soldiers will not go on appointments, sick call, or details unless authorized by a cadre member.
2. Soldiers will sign out before departing the company area and sign in upon their return. Unless authorized by the company commander or first sergeant, soldiers who are in training, awaiting training, finished training – waiting PCS or holdovers for whatever reason, are not authorized in any AAFES or MWR facility during duty hours. This doesn't include weekends or official holidays.
3. Soldiers who are reclassifying or attending the ASI 77FH7 Course will sign-out/sign-in roster before they leave the battalion area at the Battalion SDNCO's office. When they return, they will sign back in on the sign-in/sign-out roster. If those soldiers have not signed back in by 0100, the SDNCO will check on these soldiers. If the soldiers smell of alcohol, the SDNCO will notify the appropriate First Sergeant who will take appropriate action. If the soldier is underage, then UCMJ is in order. If the soldier is still intoxicated the next morning, they will not operate any vehicle and they will be counseled appropriately.
4. Soldiers who are long-term holdovers and have jobs throughout the Fort Leonard Wood Community, unless attached to the unit, will adhere to the same standards in para 2. However, the soldier's supervisor can obtain permission, in writing, from the company commander or first sergeant to authorize a soldier to visit an establishment.
5. Soldiers assigned to long term reoccurring jobs throughout the Fort Leonard Wood Community will be inspected, prior to release from the unit, each day for haircut/hair style, hygiene and clean foot wear.
6. Violation of this policy may result in UCMJ or administrative disciplinary action.

Robert T. Hixon
LTC, TC
Commanding

ATSN-CBC

SUBJECT: Letter of Instruction for the IMPAC VISA Program